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Chief, Management Staff

2 November 1956

Chief, OAS Staff (DD/I Area)

Work Report Week Ending 31 October 1956.

Accomplishments

1. Evaluation of Suggestion No. 2521, Use of Chain Envelopes for Disseminating Documents from Acquisitions Branch, CIA Library. Completed. [REDACTED]

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Assignments Active This Week

2. Project 6-45, OOR Space Study - At request of DD/I an analysis of overcrowding in OOR and appropriate recommendations for improvement. (DD/A-DD/I, 15 November) [REDACTED]
3. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. [REDACTED] (5 November)
4. 45-1046, Request for ELINT T/O Increase for CBI and ASO. [REDACTED] (15 November)
5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED] (ELINT Staff Officer, 1 December)
6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] (DD/A, 1 Jan. d)
7. Project 6-61, Management Audit of CIA Watch Office. [REDACTED] (AD/CI, 10 December)
8. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [REDACTED] (15 December)
9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] (15 November)
10. Project 6-63, Examination of Proposed OOR Reorganization. [REDACTED] (15 November)

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- a. Due date extension requested because new information is required from OL and ASO.
- b. Due date extension requested because replies have not been received from OF and Budget.
- c. Due date extension requested.
- d. Due date extension requested because replies have not been received from Logistics and DD/P.

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11. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DE/I. [REDACTED] (31 December)

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Assignments Inactive This Week

12. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] (1 December)

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13. Project 6-54, Examination of Proposed ORR Reorganization. [REDACTED] (AD/RS, 31 December)

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14. Examination of Organization and Functions of Photo Intelligence Division, ORR. [REDACTED] (1 January)

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15. Assistance to DE/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DE/I (Admin)) [REDACTED] (1 Jan.)

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16. Manpower Utilization, Combination of MR/CCR-RI. [REDACTED] (DE/S, 1 November)

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Training

17. Effective Writing - 2 hours [REDACTED]

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ASA Film Strip on Electronic Data Processing - 1½ hours [REDACTED]

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SEP Convention - 20 hours [REDACTED]

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Conference Leadership - 4 hours [REDACTED]

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ASA Film Strip on Electronic Data Processing - 1½ hours [REDACTED]

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[REDACTED]
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